



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

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Yvonne Brathwaite Burke
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Fourth District

Michael D. Antonovich
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May 19, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO ACCEPT A LETTER OF INTENT FROM THE CALIFORNIA DEPARTMENT
OF HEALTH SERVICES TO PROVIDE A REGIONAL NUTRITION NETWORK GRANT
AWARD (STATE CONTRACT NUMBER 04-35887) AND ENTER INTO TWO AGREEMENTS
(All Districts) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to accept a Letter of Intent (LOI), (Exhibit I), from the California Department of Health Services (CDHS), Cancer Prevention and Nutrition Section, and the California Nutrition Network for Healthy Active Families (Network) to provide continuing support of the Regional Nutrition Network up to \$2,863,625 consisting of: 1) first year grant funding for the period January 1, 2005 through September 30, 2005 up to \$569,625; 2) second year grant funding from the Federal Fiscal Year (FFY) period of October 1, 2005 through September 30, 2006 up to \$759,500; and 3) third year grant funding for the FFY period of October 1, 2006 through September 30, 2007, up to \$1,534,500, contingent upon final approval by the United States Department of Agriculture (USDA).
2. Delegate authority to the Director of Health Services, or his designee, to accept and sign separate forthcoming Standard Agreements from the CDHS for the first year funding effective January 1, 2005 through September 30, 2005, up to \$569,625 (Exhibit II), for the second year funding effective October 1, 2005 through September 30, 2006, up to \$759,500 (Exhibit III), and third year funding effective October 1, 2006 through September 30, 2007, up to \$1,534,500 (Exhibit IV), each as determined and approved by the USDA, and subject to review and approval by County Counsel and notification of the Board offices.

3. Delegate authority to the Director of Health Services, or his designee, to accept and sign any amendments to the Standard Agreement to adjust funding, the dollar amount of which does not exceed 25% of the applicable FFY award, subject to review and approval by County Counsel and notification of the Board offices.
4. Delegate authority to the Director of Health Services, or his designee, to sign two agreements with: 1) Marilyn Magaram Center, California State University, Northridge (MMC-CSUN), effective on the date of Board approval through September 30, 2007, in the amount of \$190,000, and 2) Public Health Foundation Enterprise Management Solutions (PHFE), effective on the date of Board approval through September 30, 2007, in the amount of \$1,092,973, contingent upon review and approval by County Counsel and the Chief Administrative Office.
5. Authorize the Department of Health Services to fill positions which are: one (1) Administrative Assistant III, one (1) Information System Analyst I, and three (3) Student Professional Workers, in excess of what is provided in the Department of Health Services' staffing ordinance pursuant to Section 6.06.020 of the County Code pending allocation by the Department of Human Resources, 100% offset by CDHS funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Approval of the recommended actions will allow the Department of Health Services' (DHS or Department) Nutrition Network for Healthy Active Families to participate in regional programs (e.g., 5 a Day Power Play!, Latino 5 a Day Campaign, etc.) which strive to create environments where food stamp participants and similar low-income residents are encouraged and enabled to adopt healthy eating and physical activity patterns as a part of their lifestyles. Such participation links the goals of similarly State funded DHS local programs which seek to reduce obesity and chronic disease by improving nutrition and physical activity for low-income families.

Currently, County policy and guidelines requires the timely submission of Board actions. However, it was not possible to schedule this action for placement on the Board's agenda earlier as required because the State is in the process of completing its negotiation with the USDA. Consequently, in order to preserve the funding, and at the State's request, the Department is asking your Board to approve the LOI and delegate authority to execute all necessary legal documents as soon as the State completes its negotiations. According to the State, failure to complete this request will result in the loss of the grant funds.

FISCAL IMPACT/FINANCING:

The total cost is \$2,900,520, which consists of \$2,863,625 of grant funds and \$36,895 of in-kind costs for year one only. In-kind cost consists of salary and employee benefits of existing county staff for program start-up and administrative oversight. Total grant funds received equals \$2,863,625, consisting of \$569,625 for the period of January 1, 2005 through September 30, 2005, \$759,500 for the period of October 1, 2005 through September 30, 2006, and \$1,534,500 for the period of October 1, 2006 through September 30, 2007.

One of these contracts will be with MMC-CSUN, effective upon Board approval through September 30, 2007 for an amount up to \$190,000. The second contract will be with PHFE effective upon Board approval through September 30, 2007 for an amount up to \$1,092,973. A third contract will be with the

University of California Cooperative Extension, Los Angeles County (UCCE, LAC) which is scheduled to be in effect October 1, 2006 through September 30, 2007 for an amount up to \$700,000 and accordingly, at that time, the Department will return to the Board requesting authority to enter into an agreement with UCCE, LAC.

The Department is working with the Chief Administrative Office to include funding from this action during the Supplemental Phase of the Budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Since January 1999, the Board has approved Standard Agreements with CDHS for the continuation of Nutrition Program activities. On January 12, 1999, the Network released a Request for Applications (RFA) for Regional Nutrition Networks for Healthy Eating and Active Families to distribute USDA grant monies, of which the County of Los Angeles was one of the eleven statewide regions responding. The DHS proposal response contained recommendations to use MMC-CSUN to provide recruitment and oversight in order to implement programs, PHFE to provide recruitment of hard to recruit professional staff, and for UCCE, LAC, to directly provide a 5 a Day Power Plan and Latino 5 a Day Campaign services under subcontract. Because of its implementation issues the State elected to contract with UCCE, LAC directly for the period January 1, 2005 through September 30, 2006. At that point, the State has requested that the County contract directly with UCCE, LAC, and at that time the State will then serve only as the funding source. Accordingly, the Department will return to your Board with an agreement with UCCE, LAC at a later date.

On November 22, 2004, the CDHS informed the Department of its intent to award the County of Los Angeles a Regional Contract. Because the State is still negotiating final dollar amounts with the USDA, the grant agreement is not yet available for acceptance. However, the State desires its regional providers, including Los Angeles County, to implement the program despite not having final documents available, and if the County fails to act quickly, the State has warned that the County may lose its opportunity to receive these grant funds.

County Counsel has reviewed the attached LOI (Exhibit 1).

Attachments A and B provide additional information. Attachment C is a copy of the Grant Management Statements which the Board requires all County departments to file for grants exceeding \$100,000.

CONTRACTING PROCESS:

Not applicable. Grants are not advertised on the L.A. County Online Countywide Website as a contract/business opportunity.

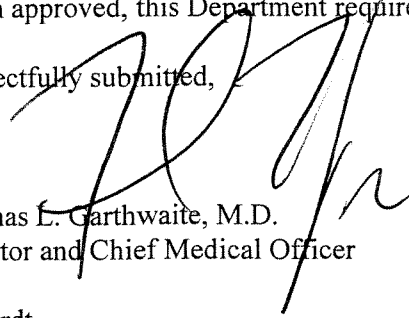
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the LOI will ensure the acceptance of funding to support activities of the DHS Nutrition Network Program.

The Honorable Board of Supervisors
May 19, 2005
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When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:rdt

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller

BLETRCD3900.rdt

SUMMARY OF AGREEMENTS1. TYPE OF SERVICE:

The Department of Health Services' (DHS or Department) Nutrition Program's project directed towards participation in regional programs (e.g., 5 a Day Power Play!, Latino 5 a Day Campaign, etc.) which strive to create environments where food stamp participants and similar low-income residents are encouraged and enabled to adopt healthy eating and physical activity patterns as a part of their lifestyles. Such participation links the goals of similarly State funded DHS local programs which seek reducing obesity and chronic disease by improving nutrition and physical activity for low-income families.

2. AGENCY ADDRESS AND CONTACT PERSON:

California Department of Health Services
Cancer Prevention and Nutrition Section
1615 Capital Avenue, Suite 74.516
P.O. Box 942732, MS 7204
Sacramento, California 94324-7320
Attention: Susan B. Forester, M.P.H., R.D., Chief
Telephone: (916) 327-0762
email address: www.dhs.ca.gov

3. TERM:

January 1, 2005 through September 30, 2007. (Divided into Grant Year 1: January 1, 2005 through September 30, 2005; Grant Year 2: October 1, 2005 through September 30, 2006; and Grant Year 3: October 1, 2006 through September 30, 2007).

4. FINANCIAL INFORMATION:

The total cost is \$2,900,520, which consists of \$2,863,625 of grant funds and \$36,895 of in-kind costs for year one only. In-kind cost consists of salary and employee benefits of existing county staff for program start-up and administrative oversight. Total grant funds received equals \$2,863,625, consisting of \$569,625 for the period of January 1, 2005 through September 30, 2005, \$759,500 for the period of October 1, 2005 through September 30, 2006, and \$1,534,500 for the period of October 1, 2006 through September 30, 2007.

One of these contracts will be with MMC-CSUN, effective upon Board approval through September 30, 2007 for an amount up to \$190,000. The second contract will be with PHFE effective upon Board approval through September 30, 2007 for an amount up to \$1,092,973. A third contract will be with the University of California Cooperative Extension, Los Angeles County (UCCE, LAC) which is scheduled to be in effect October 1, 2006 through September 30, 2007 for an amount up to \$700,000 and accordingly, at that time, the Department will return to the Board requesting authority to enter into an agreement with UCCE, LAC.

The Department is working with the Chief Administrative Office to include funding from this action during the Supplemental Phase of the Budget process.

5. ACCOUNTABLE FOR MONITORING:

Countywide.

6. DESIGNATED ACCOUNTABLE FOR MONITORING AND EVALUATION:

Johanna Asarian-Anderson, M.P.H., Public Health.

7. APPROVALS:

Public Health John F. Schunhoff, Ph.D., Chief of Operations

Contracts & Grants Division: Cara O'Neill, Chief

County Counsel (approval as to form): Allison Morse, Deputy County Counsel

NUTRITION NETWORK PROGRAM
Nutrition Network For Health Active Families Network
POSITION ALLOCATION REQUEST

Personnel Detail

FULL-TIME EQUIVALENT (FTE)

<u>Position Requested</u>	<u># FTE</u>	<u>% FTE</u>	<u>Months</u>	<u>Monthly Salary</u>	<u>Budgeted</u>
Administrative Assistant III	1	100%	31	\$4,852	\$150,418
Information Systems Analyst I	1	100%	31	5,072	157,240
Research Analyst II *	1	50%	31	4,539	70,362
Student Professional Worker	3	158%	8,542/hr.	10.31/hr.	<u>88,064</u>
					\$466,084
Employee Benefits @ 40.0659%					<u>151,457</u>
Total for Staffing					\$617,541

*The remaining 50% of the Research Analyst II position is funded by the Tobacco Control Program.
The item is a existing budgeted item under Budget Code 1165.

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services

Grant Project Title and Description

Nutrition Network For Health Active Families Network

Funding Agency

CDHS

Program (Fed. Grant #/State Bill or Code #)

Grant Acceptance Deadline

Total Amount of Grant Funding: \$2,863,625 County Match Requirements 0.00

Project Period: 3 years Begin Date: 01/01/05 End Date: 09/30/07

Number of Personnel Hired Under this Grant: Full Time 2.5 Part Time 3

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes X No

Will all personnel hired for this program be placed on temporary ("N") items? Yes X No

Is the County obligated to continue this program after the grant expires Yes No X

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes No X

b). Identify other revenue sources Yes No X

(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant. Yes X No

Impact of additional personnel on existing space:
None.

Workstations will have to be remodeled to accommodate additional staff.

Other requirements not mentioned above

Department Head Signature

Date 5/20/05



SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

April 21, 2005

County of Los Angeles
Department of Health Services
3530 Wilshire Blvd., Suite 800
Los Angeles, CA 90010
Attn: Johanna Asarian-Anderson, Regional Project Director

Dear Ms. Anderson:

This letter serves to confirm the *California Nutrition Network's (Network)* intent to award the County of Los Angeles a *Regional Nutrition Network* contract award for the 2004-2005 federal fiscal year. Final approval is contingent on the California Department of Health Services' (DHS) and the U.S. Department of Agriculture's (USDA) final review and approval of your budget and scope of work (SoW).

As a rule, all *Network* correspondence will be directed to the person your organization has designated as Regional Project Director. As such, it is the Regional Project Director's responsibility to distribute information to the appropriate administrative/fiscal personnel within your organization.

Budget Amount

The maximum amount awarded to the County of Los Angeles for the *Regional Nutrition Network* contract is \$569,625 for January 1, 2005 through September 30, 2005; \$759,500 for October 1, 2005 through September 30, 2006; and \$1,534,500 for October 1, 2006 through September 30, 2007. In order to expedite the contracting process the *Network* will proceed to negotiate and prepare a contract based on these amounts. Please be aware in order to process contracts in a timely manner the *Network* will negotiate these budget documents without final approval from USDA. Consequently, any adjustments made by USDA may require a corresponding adjustment to the budgeted amount.

Ms. Anderson
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April 21, 2005

We look forward to working with you in the coming year. As always, the *Network* staff is available to provide technical assistance. If questions are programmatic in nature contact your assigned Program Manager, Valerie Quinn, at (916) 552-9908, email address vquinn@dhs.ca.gov. For administrative questions contact your assigned Contract Manager, Debbie Hintz, at (916) 449-5540, e-mail address dhintz@dhs.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan B. Foerster", followed by a horizontal line.

Susan B. Foerster, M.P.H., R.D., Chief,
Cancer Prevention and Nutrition Section
California Department of Health Services
and
Project Director
California Nutrition Network for Healthy, Active Families

EXHIBIT II

COUNTY OF LOS ANGELES
BUDGET YEAR 1
January 1, 2005 through September 30, 2005

Personnel	\$106,456
Fringe Benefits (@40.0659% of total salaries excluding SPW salaries)	33,227
Operating Expenses	24,893
Equipment	9,421
Travel	<u>3,621</u>
Subcontracts	\$337,523
<u>Subcontractor Name</u>	
Marilyn Magaram Center-California State University, Northridge	\$ 50,000
Public Health Foundation Enterprises	287,523
Other Costs	\$ 43,839
Indirect Costs (10% of total Salaries)	<u>10,645</u>
Total	\$569,625

EXHIBIT III

COUNTY OF LOS ANGELES
BUDGET YEAR 2
October 1, 2005 through September 30, 2006

Personnel	\$172,592
Fringe Benefits (@40.0659% of total salaries excluding SPW salaries)	58,385
Operating Expenses	22,562
Equipment	2,580
Travel	<u>3,244</u>
Subcontracts	\$443,453
<u>Subcontractor Name</u>	
Marilyn Magaram Center-California State University, Northridge	\$ 70,000
Public Health Foundation Enterprises	373,453
Other Costs	\$ 39,425
Indirect Costs (10% of total Salaries)	<u>17,259</u>
Total	\$759,500

EXHIBIT IV

COUNTY OF LOS ANGELES
BUDGET YEAR 3
October 1, 2006 through September 30, 2007

Personnel	\$ 187,036
Fringe Benefits (@40.0659% of total salaries excluding SPW salaries)	58,845
Operating Expenses	27,881
Equipment	0
Travel	<u>2,989</u>
Subcontracts	\$1,201,997
<u>Subcontractor Name</u>	
Marilyn Magaram Center-California State University, Northridge	\$ 70,000
Public Health Foundation Enterprises	431,997
University of California Cooperative Extension, Los Angeles County	700,000
Other Costs	\$ 36,048
Indirect Costs (10% of total Salaries)	<u>18,704</u>
Total	\$1,534,500